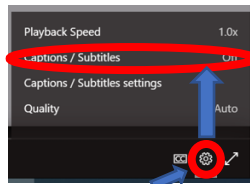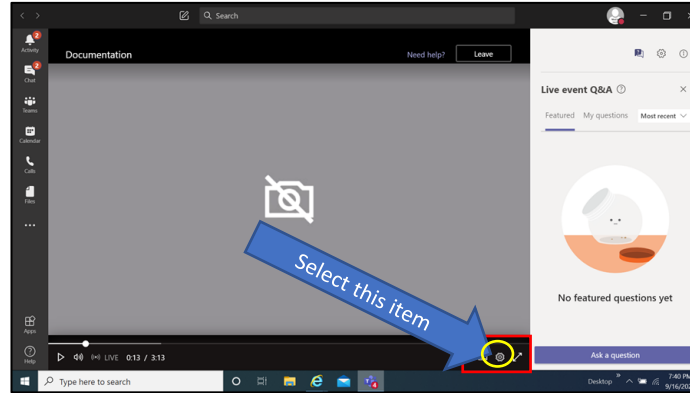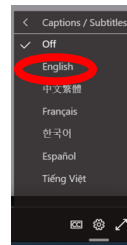# FY24 Community Grants Program Information Session

How you can view the multi-lingual closed captions

When you select it a menu appears, choose **captions / subtitles**

You then select the language of choice

It will then display the language chosen

Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.

FY24 Community Grants Program Information Session

July 6, 2023

Prepared by Montgomery County Office of Grants Management
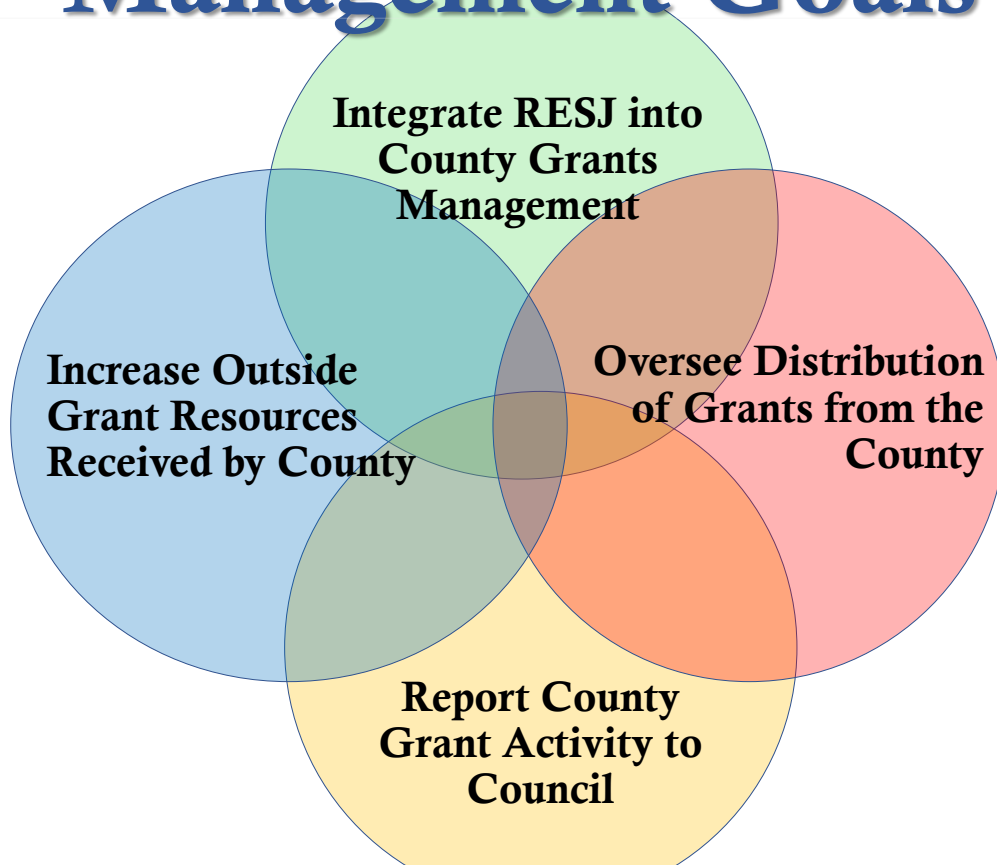
Welcome!

- This meeting will be recorded and posted for future viewing on the Office of Grants Management online application portal
- The slide deck will also be posted in the same location for your reference
- Online Application Platform Home Page: https://mcmdgrants.smapply.org
- Program Page:
  https://mcmdgrants.smapply.org/prog/FY24CG/

Information Session Agenda

- Summarize Community Grants Reforms
- Provide an overview of the program
- Walk through the application platform
- Open up for participant questions (put your questions in the Q&A box)
- Any questions we cannot answer during the Information Session will be addressed and posted on the platform

Office of Grants Management Goals

Integrate RESJ into County Grants Management

Increase Outside Grant Resources Received by County

Oversee Distribution of Grants from the County

Report County Grant Activity to Council

Sub-Goal: Use our grant processes and other tools to build the capacity of nonprofit partners to **independently and successfully apply for and manage State and Federal grant opportunities**

What is the Community Grant Non-Departmental Account (NDA)?

FY24 Approved Non-Competitive Procurement Contracts to Nonprofits (Over $145 million)
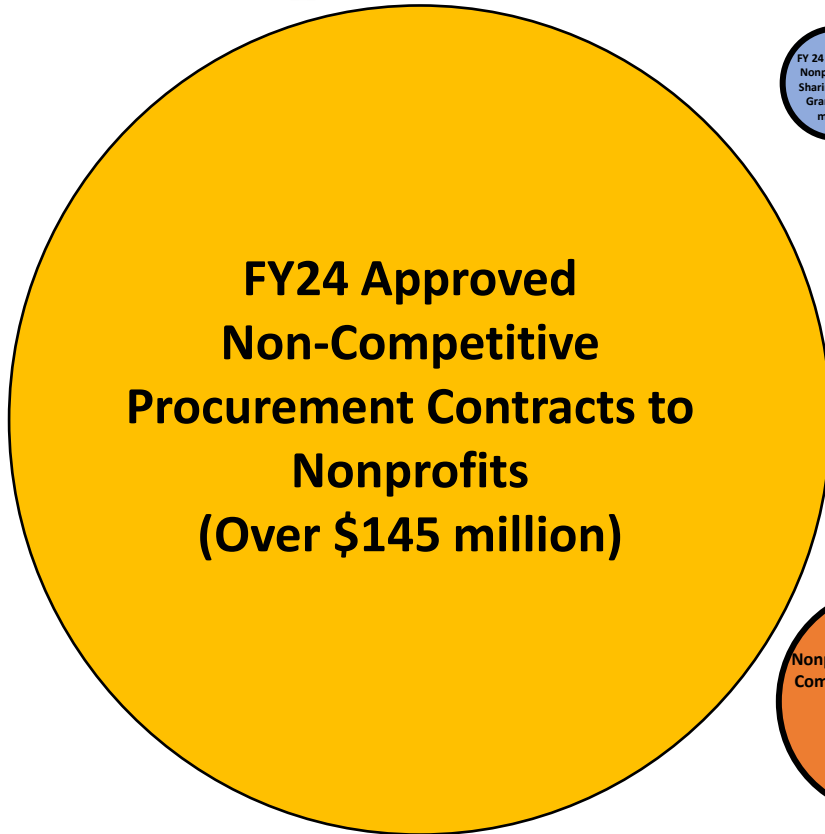
FY 24 Approved Nonprofit Cost Sharing Capital Grants ($3.0 million)

FY 24 Approved Nonprofit Funding in the Community Grants NDA ($9.9 million)

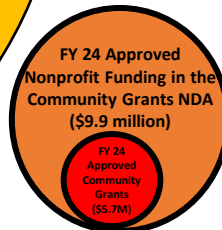**FY 24 Approved Community Grants ($5.7M)**

Chart does **not** include:
- FY24 competitive contracts won by nonprofits
- Potential FY24 Supplemental or Special Appropriations with additional awards to Nonprofits
- Base budget funded Nonprofit grant programs

CG NDA Reform History

- **September 25, 2018:** Office of Legislative Oversight Report 2018-9 – **Montgomery County Council Community Grants**
- **Summer – Winter 2019:** Montgomery County Government Internal Working Group & Nonprofit Montgomery Coordinated Nonprofit Focus Group – 6 Consensus Recommendations for Reform
- **July 13, 2021:** **Bill 36-19** creating OGM passed by Council; signed by CE on July 16, 2021;
- **July 1, 2022 (FY23):** OGM becomes active
- **January 4 – February 16, 2023:** Nonprofit Community Grants and Grants Management Reform Survey

See OGM's March 22 Nonprofit Montgomery Presentation for more details.

FY24 Approved Community Grants NDA Reform Goals

- Act on long-standing, and new, recommendations and feedback from Council, OLO, Nonprofit communities, and MCG stakeholders
- Integrate Racial Equity & Social Justice considerations and best practices directly into Community Grants processes to improve accessibility
- Re-establish a more active and appropriate role for Council in shaping the Community Grants NDA that is in-line with the rest of budget process
- Create a budget space and funding process for innovative, flexible programs that meet community needs but don't fit neatly into a single department or actively cut across the missions of different departments
- Create space to realign funding with current needs instead of FY18 needs
- Make the Community Grants NDA more strategic by creating targeted grant programs within the NDA
- Segment some pools of funding by size of organization to create for smaller or volunteer led community organizations

6 MCG/Nonprofit Consensus Recommendations

	Recommendation	Status
1.	Combine County Executive and County Council Community Grant NDAs	✓ **Combined in FY21** ✓ **First re-competition in FY24**
2.	Change the Community Grants Process to be Outcomes Driven	✓ **FY24**
3.	Create a Grants Office to Manage the Community Grants Process	✓ **Bill 36-19** ✓ **OGM active in FY23**
4.	Create an Aspire Grant Program to help build Nonprofit Capacity	✓ **NTAMS Program in FY23** ✓ **Nonprofit Incubators in FY24**
5.	Create a Grant Agreement Tool	✓ **Successfully piloted in FY23** ✓ **Bringing to scale in FY24**
6.	Move Certain Community Grants to the Base Budgets of Departments	✓ **Shifts made in FY21-FY24**

FY24 Community Grants Program Goals

- To support projects that target needs not directly addressed by other Montgomery County departmental efforts, addresses critical gaps in specific communities, cut across traditional sectors, or that offer innovative and experimental approaches to complex issues.

- To provide flexibility to allow nonprofit organizations, who have grassroots understanding of community needs, to design and propose projects that will best meet these needs.

- These grants **cannot** be used for the expansion of existing County funded programs.

Key Program Details

Total Funding Available:	**$5,758,128**
Award Range:	**$50,000 Minimum to $375,000 Maximum**
Performance Period:	**January 1, 2024 to December 31, 2024 (applicants may propose a shorter period WITHIN this range)**
Multi-year Proposals:	**Up to two (2) additional years (future funding contingent on Council appropriations AND satisfactory performance)**
Number of Applications:	**Up to four (4) applications per organization**
Where to Apply:	**https://mcmdgrants.smapply.org/prog/FY24CG**
Application Opening:	**Thursday June 29, 2023 at 2:00 PM**
Application Deadline:	**Sunday August 13, 2023 at 11:59 PM**

Target Populations

Youth:	**$1.5 million**
Seniors:	**$1.5 million**
Persons who have Disabilities:	**$1.5 million**
Underserved Communities:	**$1,258,128**
Total Funding Available:	**$5,758,128**

- Projects that serve residents under multiple populations (i.e. Seniors in Underserved Communities) should mark all applicable target populations.
- Each target population pool of resources will have a separate Review Committee evaluating all proposals falling under that category.

FY24 Community Grants Target Pop. Example

- Montgomery Example is a Montgomery County based 501c3 organization interested in applying for a Community Grant.

- They have developed the "Senior-Youth Bridges" program that connects **at-risk youth** from **high poverty areas of the County** with **seniors** in the same communities. The seniors provide mentorship and guidance while the youth assist the seniors with daily tasks and social interaction.

- This program could be considered under three categories:
  - ✓ Youth
  - ✓ Seniors
  - ✓ Underserved Communities

Underserved Communities Defined

"Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as:

- Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color;

- members of religious minorities;

- lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons;

- persons with disabilities;

- persons who live in rural areas; and

- persons otherwise adversely affected by persistent poverty or inequality."

Award Priorities (1 of 2)

Priority in awarding funding will be given to proposals that:

- Demonstrate a strong understanding of their target population's/community's needs and an effective program strategy to effectively meets these needs;

- Provide services, advocacy, or other support to the target population/community that is not already funded by other County resources;

- Provide technically, culturally, and/or linguistically proficient services to the target population/community;

- Demonstrate a broad base of impact through their proposal to their target population/community; and

- For the Underserved Communities target population pool, are submitted by nonprofit organizations based in Underserved Communities within Montgomery County and have a mission focused on serving these communities.

Award Priorities (2 of 2)

OGM seeks proposals from organizations that:
- Exhibit cultural proficiency;
- Are inclusive of the LGBTQIA+ community members;
- Use a racial equity lens in providing services.

Other Notes on Priorities:
- The range of programming allowed is **intentionally very flexible.**
- Applicants are **encouraged to identify new needs and other innovative projects** for their target populations/communities.
- Note that **projects already funded by the County are not eligible** for additional funding through FY24 Community Grants.
- Organizations with other County funded projects **may still apply for separate projects under Community Grants.**

Priority Examples

Previously funded Community Grants include, **but are not limited to:**

- Workforce development, job training, vocational services, internships, case management services, and other employment support;

- Academic development programs such as after-school educational activities, tutoring, college preparation academic camps, and STEM training;

- Substance abuse prevention, treatment, and counseling;

- Wellness, leadership development, mentoring and social programs;

- Accessible sport and other programs;

- Advocacy, civic engagement, and community coalition building activities; or

- Basic needs support targeted at vulnerable populations not covered by other County efforts (i.e. clothing, targeted medical or mental health support,).

Both new and historical Community Grants nonprofit partners are **not limited by the list above.**

FY24 Community Grants Multi-Project Example

- Montgomery Example is a Montgomery County based 501c3 organization interested in applying for a Community Grant.

- Their existing project provides counseling and other trauma care to survivors of domestic violence. This used to be a Community Grant but was moved into the Sherriff's Office base budget 3 years ago. **Expanding this program would NOT be eligible for an FY24 Community Grant because it already receives County funding.**

- Montgomery Example has an idea for a new, different project providing job readiness training to the same target population. **This new project would be eligible for an FY24 Community Grant because it does not currently have County funding.**

- The organization must have a Federal 501(c)(3) tax-exempt status or be a collaboration between two or more entities with at least one having this status;

- The organization must be currently registered and in good standing with the Maryland State Department of Assessments and Taxation (SDAT);

- The organization's principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides related services;

Eligibility (2 of 2)

- All activities and expenditures under this grant program must be provided in Montgomery County OR be exclusively for Montgomery County residents if activities and expenditures occur outside of the County;

- Current Montgomery County contract or grant award winners must be current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their awards; and

- Proposed expenses must be for a new activity, expansion of existing activities, or a combination of both. County funding cannot be used to supplant other funding for already planned activities.

Submission Guidelines

- Submissions must come through the County's SM Apply online application portal at https://mcmdgrants.smapply.org

- All applications must be fully submitted online by **Sunday August 13, 2023 at 11:59 PM**

- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

FY23 Underserved Communities Projects (UCP) Applications

- Applications for FY23 UCP will automatically be considered for FY24 Community Grants. *The same application does not need to be resubmitted.*

- An organization who applied for FY23 UCP may choose to submit *additional FY24 Community Grants applications* for different projects.

- An organization may choose to submit *a modified FY23 UCP application (i.e. higher budget) as an FY24 Community Grant.*

FY24 Community Grants
FY23 UCP Example

- Montgomery Example is a Montgomery County based 501c3 organization interested in applying for a Community Grant.

- They submitted an FY23 UCP proposal for a $75,000 (the application funding cap) "Inspire Service" youth civic education project and are awaiting results.

- The organization submits another two FY24 Community Grants applications for different projects.

- The organization submits an updated proposal as an FY24 Community Grant for "Inspire Service" project with a new budget of $150,000 as they want to double the size of the project.

Application Changes

- Reorganized NOFO structure
- Introduction of Reusable Tasks to ease application burden on nonprofit partners
- Collection of RESJ data (for post-award analysis only, data cannot be used in selection and Review Committees will not see it)
- Reorganization of data and uploads to fit new structure
- Focus on outcomes in application and review
- Simplified scoring criteria more closely tied to grant program goals and application structure
- Allowance for multi-year proposals
- Allowance for Indirect Costs
- Allowance for alternative media submissions for Project Strategy Narrative
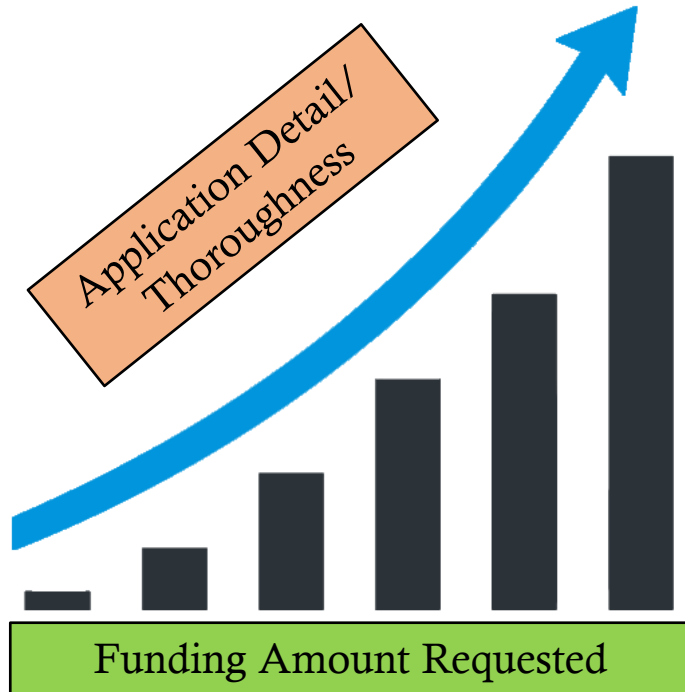
Application Tasks

- **Applicant Information (Reusable) Task:** Organization contact info and supporting documents (data fields and uploads)
- **Applicant Background (Reusable) Task:** Organization size and leadership demographics (*data collected will never be seen by Review Committees or used for awarding*)
- **Project Strategy Task:** Project data & narrative (5 page limit, PDF upload)
- **Project Budget Task:** Project cost details (No page limit, MS Excel upload)
- **Budget Narrative/Justification Task:** Brief explanation of the Project Budget (2 page limit, PDF upload)
- **Project Staffing Plan Task:** Outline of staff roles (2 page limit, PDF upload)
- **Project Work Plan/Timeline:** Implementation schedule (1 page limit per year, PDF upload)
- **Performance Plan and Performance History:** Outline of metrics and outcomes both to be achieved and already achieved (2 page limit each, PDF uploads)
- **Optional Supporting Documents to be Uploaded Task:** Optional additional uploads (no limit, PDF uploads)

*Full Task requirements and guidance in the **FY24 Community Grants NOFO***

Application Length Expectations

- Smaller requests may have more brief Task responses.
- Larger requests should have more details and support included.
- Even for large requests, Review Committees prefer applications be as concise as possible.

Additional Task Trainings

OGM will provide additional trainings specific to each Task focused on more detailed explanations of the Task, optional templates, and past Review Committee feedback on what they felt was useful. **These events will be recorded and posted on the FY24 Community Grants application page.**

Training Topic	Time, Date, and Link to Event/Recording
Applicant Information and Applicant Background Reusable Tasks	Wednesday, July 12, 2023 11:30 AM - 12:30 PM
Project Strategy and Project Work Plan/Timeline Tasks	Wednesday, July 12, 2023 3:00 PM - 4:00 PM
Project Budget, Project Budget Narrative/Justification, and Project Staffing Plan Tasks	Friday, July 14, 2023 10:00 AM - 11:00 AM
Performance Plan and Performance History Task	Friday, July 14, 2023 2:00 PM - 3:00 PM

Ethics Questions

- **Does your organization employ current employees or contractors of the Montgomery County Government?** This applies for employees that are paid by your organization but are also paid by Montgomery County Government.
- **Does your organization's Board of Directors include current employees or contractors of the Montgomery County Government?** This applies to volunteer board of director positions.
- **If you answered yes to either question, please describe the employee(s) role and function as it applies to your organization.** Answering "yes" to either question does not exclude your organization from being eligible to apply.
- Montgomery College, Montgomery County Public Schools, and WorkSource Montgomery do not count as Montgomery County Government employees for the purpose of this Grant Program.

If you are unsure if a position applies please contact the Office of Grants Management.

Other Preparations

- **Register and create a profile on the online application platform** for each team member who will be working on your application.

- **Verify that your organization is registered with the Maryland State Department of Assessment and Taxation (SDAT).** Click **here** to go to the SDAT Business Express site to confirm. Even if your organization is registered in another jurisdiction, you must be registered with SDAT for Montgomery County to finalize an award with your organization.

- **If your organization is not in Good Standing with SDAT, take the necessary steps to get back into Good Standing.** SDAT will advise what steps are required. Montgomery County cannot finalize an award with you or organization if you are not in Good Standing. Your application for a grant could be disqualified if you are not in Good Standing.

- **Register with the Montgomery County Central Vendor Registration System (CVRS)** by clicking **here**. If you or your organization receives an award from the County then you will need to be registered with CVRS to receive payments.

Review Process

- OGM will convene a review panel made up of qualified neutral, qualified individuals in Montgomery County Government, and possibly the broader community, selected for their experiences in the grant program's subject area, grants administration, and/or project management.

- Each target population pool of resources will have a separate Review Committee evaluating all proposals falling under that category.

- The same project proposal may be reviewed by multiple Review Committees.

- The panel members will review and score applicant proposals based on the criteria and priorities established in the NOFO.

- Final decisions will be made based on the scores, reconciliation of funding across categories, and other factors such as applicants past performance on previous County awards.

Scoring – 100 Possible Points

A. **Project Goals and Grant Program Priorities (15 points)** – How does the project's goals match the priorities of the program?

B. **Sound Fiscal Management and Budget (20 points)** – Is the budget manageable, reasonable, and reflective of project?

C. **Organizational Capability and Relevant Experience (30 points)** – Does the org have the cultural competency, expertise, and community connection needed to implement project?

D. **Performance Plan and Performance History (20 points)** – Does the org demonstrate a past ability to achieve outcomes and measure future ones?

E. **Soundness of the Overall Proposal (15 points)** – Does the project demonstrate a strong overall strategy to achieving target outcomes?

Award Notification

- Award notification letters are expected to be released roughly 6-7 weeks after the application deadline via email.

- For successful applicants, the award agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.

General Recommendations

- Be direct and clear in your proposal on *how* your program will achieve the grant program's goals and priorities.

- Ensure that all the pieces of your application present a consistent strategy/approach in your proposal.

- Consider this program's Priorities and Scoring Criteria/Weight when developing your proposal.

- Feel free to use graphics, charts, tables, maps, project workflows, and other non-narrative tools to clarify or enhance your proposal.

- Develop, coordinate, and finalize your application offline and then upload all materials into the application.

- Uploads in pdf format are preferred (except the Program Budget, MS Excel please) but other formats are also welcome.

- Start now on getting your legal house in order, if needed.

Upcoming Grants Programs

OGM will facilitate additional competitive grant programs throughout FY24. While OGM will eventually publish, and update, a grant schedule of all opportunities, the following are the currently confirmed programs.

Grant Program	Estimated Launch Date
FY24 Community Projects Fund Grants - $1 million (one-time grants of $25,000 or less for smaller organizations and projects)	Week of July 10, (recompeted quarterly Oct., Jan., and March)
FY24 Cost Sharing Capital Grants - $3 million (capital grants State matched large projects and community driven smaller projects)	Week of July 17
FY24 Nonprofit Technical Assistance and Management Support Grants (NTAMS) - $1 million (core operating support for nonprofits)	Mid-August
FY24 Emerging Business District Grants - $600,000 (support for the establishment of Business Districts)	Mid-August
FY24 Place Based Management Grant Program - $400,000 (support for Main Streets USA modeled PBM activities)	TBD
Other department funded grant programs (Transportation, Nonprofit Security, Food System Resilience, and more)	TBD

Other Resources

- **Full FY24 CE Recommended Budget Publication**
  - Office of Grants Management: Page 34-1
  - Community Grants NDA: Page 73-4
  - Community Grants to Base Budgets: Page 80-1
  - **FY24 CE REC Community Grants NDA Information Sheet**
- **FY24 Budget Resolution – Section G**: Pages 37-74
- Office of Grants Management Online Application Platform - **https://mcmdgrants.smapply.org/**
- **Office of Procurement Solicitations and Contracts**

Further Questions?

Montgomery County Office of Grants Management

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OGM online grants application platform for information, updates, and to apply for County Grants (OGM website coming soon)

https://mcmdgrants.smapply.org